

## **Grant Process**

### ***Step 1: Pre-Application Meeting***

Applicants are encouraged to request a meeting with City staff to review the grant process.

### ***Step 2: Application Submittal***

After the pre-application meeting, applicant submits the Grant application and Design Review application. The following materials are required with the grant application:

1. Verification of property ownership
2. Lease agreement (if tenant)
3. Proposed façade improvements
4. Improvement cost estimates/budget; and
5. Other information such as photos and building size

The Design Review Application shall include:

1. Site plan
2. Preliminary sketches of all elevations; and
3. Materials Board

### ***Step 3: Grant and Design Review Approval***

The grant application will be reviewed to determine eligibility. If the grant application is approved, a Planner will be assigned to your project. S/he will review your application for completeness and schedule the proposed façade improvements for staff review and approval.

### ***Step 4: Agreement Execution***

Following the approval of the grant application and administrative design review approval, the Applicant and City must execute an agreement outlining the approved improvements and reimbursement parameters. The agreement must be signed to be eligible to receive grant funding. The applicant must not begin the project improvements before the agreement is approved and signed by the City.

### ***Step 5: Project***

The applicant is responsible for selecting and hiring a contractor and is responsible for any agreement with the contractor to carry out the work. All work must be conducted by contractors licensed by the State of California and who have a City of Brentwood business license. Contractors must comply with state and local laws including labor standards and prevailing wages. Applicant is responsible for obtaining all necessary building permits and work must be completed within 120 days of execution of agreement in order to remain eligible for the approved grant.

### ***Step 6: Reimbursement***

After final inspection for compliance of improvements, applicant must submit copies of all contracts, invoices and proof of payment to City for reimbursement up to the approved grant amount.

Please feel free to contact us during your pre-planning process if you have any questions.

We would be happy to assist you.

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**Apply Today!**



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***Downtown Façade  
Improvement  
Grant Program***

**2014-2015**

## Purpose

The City of Brentwood is proud to offer the Downtown Façade Improvement Grant Program which provides grants to Downtown businesses and property owners to help invest in high-quality building improvements to complement and enhance the Downtown.

## Grant Amounts

Funds are provided on a first-come, first-served basis following receipt of a completed application and determination of eligibility.

The City will fund 100% of the first \$2,500 of eligible project costs, plus two-thirds (67%) of eligible project costs in excess of \$2,500. The maximum grant amount is \$20,000.

Any expenditure which exceeds the grant amount shall be the sole responsibility of the applicant(s).

For 2014-2015 fiscal year, \$5,000 is budgeted for façade improvement funding.

The City can offer limited design assistance services for your project to assist you with the best possible façade improvements. For further information on these services, please discuss with staff during the pre-application phase.

## Eligible Improvements:

- Exterior Painting
- Decorative or architectural treatments
- New, repaired or refinished stucco, wood, stone, brick, metal, tile or other exterior building materials
- Signage
- Awnings and canopies
- Exterior lighting
- Re-caulking
- Landscaping directly related to the exterior of the building
- Replacement of doors and/or windows visible from public view

## Ineligible Improvements:

- Structural improvements
- Removal of illegal improvements
- Security Systems
- Roofing
- Routine maintenance, cleaning and repair

## Eligible Properties

The building's storefront must be on the ground floor and be located within the area designated by the Downtown Specific Plan. Businesses in the building must be legal, conforming uses as determined by the Downtown Specific Plan and must occupy at least 75% of the ground floor.

The applicant must verify that there are no current code enforcement actions against the building or the business. Code violations must be corrected as part of the applicant's portion of the improvement costs and are not eligible for grant reimbursement.

## Eligible Applicants

Owners and tenants within the Downtown Specific Plan area are eligible (see map). All businesses within the building must have a current City of Brentwood business license.

A tenant applicant must include a copy of their lease agreement verifying at least three years remain on the property lease. If tenant is accepted to the Program, the property owner is required to co-sign the applications and agreement.

No building will qualify for a grant more than once in five years.

## Downtown Specific Plan Area

